



Residence Hall Application for **Housing License Release** in Current Academic Year

This form only to be used if you are currently living in campus housing.

All full time, first year/freshmen are required to reside on campus for four consecutive semesters or until 60 credits have been completed. **Anyone who meets the exemptions to the freshmen/sophomore housing requirement but still accepts housing is bound by the housing license for that academic year.**

Transfer students with less than sixty credits are required to live on campus for that academic year. At the end of the academic year, transfer students who have achieved 60 credits are not required to live on campus for the following year.

The housing license is legally binding for the entire academic year: from the time the agreement commences with the student checking into the residence halls until the end of the spring semester. Financial obligations are for the duration of the housing license, i.e. the entire academic year. However, room payments are billed on a semester basis consistent with college billing procedures.

A request to be released from the housing license will only be considered if serious circumstances beyond the student's control have developed since beginning the contract with the student's having checked into housing, usually evidenced by acceptance of room key. A major unforeseeable change in circumstances must be documented and confirmed as detailed in the following pages.

Our first obligation is to assist students in resolving the problem within the residence hall system or with the aid of other offices on campus. A room or residence hall change will first be considered to resolve health issues, financial challenges or interpersonal conflicts.

1. All fall residential students not returning to the residence halls, but who will remain registered students at Morrisville State College for the spring semester, should fill out an application to be released from the housing license.
2. Applications will be processed after FULL documentation of the situation and efforts made to resolve the problem are presented by student. All copies of appropriate documentation need to be attached to the application.
3. Applications will be reviewed by a committee comprised of a Residence Life, Financial Aid and Student Accounts representative. The student's RD or AC will also give input. The student should receive notification from the Director of Residence Life via email and/or letter regarding a decision in approximately 2-3 weeks.
4. If a release is granted for non-academic reasons, the student will be liable for ½ of the room rental charge, assessed from the initial day of occupancy (the first day of classes). The student will also be charged a mandatory administrative processing fee equivalent to one month's rent (all calculations will be performed by the Business Office).

From the initial day of occupancy, the student liable for ½ of the room rental charge. If the committee grants the student's request to be released from the housing license, the student will be charged a mandatory administrative processing fee equivalent to one month's room rent (all calculations will be performed by the Business Office).

Students should NOT sign a lease for any other housing accommodation before receiving approval on their application to be released from the housing license. The student's contractual agreement with the College for housing remains in effect until the student is officially notified, if granted a release.



Residence Hall Application for Housing License Release

Please return this form and all documentation attached to the Office of Residence Life.

Name: _____ M# _____ Date of Birth _____
Last First MI

Current Assignment: _____
Residence Hall Room Room Size (double, single)

Cell Phone: _____ Email Address: _____

Class Standing: Freshman Sophomore Junior Senior

Are you employed? Yes No Hours per week: _____ Employer: _____

Date you would like to move out of your Residence Hall room: _____

Proposed Local Mailing Address: _____
Street Address

City State Zip Code

Reason for housing license release:

Leaving Morrisville State College* Financial Medical Internship* Other _____

Students not returning to Morrisville State College as a registered student do not need to complete an application. A student who is withdrawing or transferring will have their housing charges removed only once the academic office sends out notice. No student will be released from the housing license as long as the student is registered for classes for the semester in question.

As a reminder, housing license release applications cannot be fully considered unless complete documentation of the situation is presented. **Please make sure to attach supporting documentation as explained on following page.**

Student Name (please print) Student Signature Date

Office Use Only

Committee: Financial Aid _____ Approve _____ Deny Initial _____ Date Received: _____
Student Accounts _____ Approve _____ Deny Initial _____ Date Notice Sent: _____
Residence Life _____ Approve _____ Deny Initial _____
Final Decision _____ Approved _____ Denied

Notes: _____

Financial

Student must be able to demonstrate significant financial hardship that has occurred since student moved into the residence halls. This sudden, significant hardship would otherwise prevent the student from continuing to attend Morrisville State College. Students claiming financial distress but currently assigned to any other room type than a standard double or the Commons with no meal plan are required to show extra burden of proof that the more affordable housing options on campus are financially not feasible. For example, a student claiming financial hardship in a single room or in the Commons with a full meal plan indicates a lack of effort to resolve the financial hardship.

Documentation required: Attach a letter explaining how your financial situation has changed suddenly and in an unforeseeable manner since you have moved into the residence halls. Student must prove change in circumstances, detail efforts made to resolve problem, alternatives that exist to resolve problem and how failing to receive an exemption from the residency requirement would prohibit student from attending Morrisville State College. Documentation is required to prove your explanation. Your FAFSA, and any other information you have submitted to Financial Aid, will be reviewed in conjunction with staff in Financial Aid, Student Accounts and Residence Life.

Medical

Student has a disability or serious medical condition that precludes living in a residence hall environment.

Documentation required: Documentation is required from a qualified professional who has direct knowledge of the student and his or her condition, e.g. physician, psychiatrist, psychologist, etc. This documentation must specify how your disability will negatively affect your ability to live in a residence hall environment.

Change in status, marital or parental.

During the current semester, student has or will be married, has or will be entered into a registered domestic partnership that is recognized by the state of New York, and/or will or has become a parent or legal guardian with whom one or more dependent children will reside.

Documentation: Provide a copy of marriage certificate, domestic partnership registration birth certificate naming you as the parent of a minor child, or documentation naming you as the legal guardian of a dependent child.

Internship

Student will be on internship following semester.

Documentation: Student must be registered for internship on schedule. Residence Life will remove housing charges when student is registered for internship as indicated on class schedule.

Military Service

Student has entered military service.

Documentation: Withdrawal notice from academic department will indicate student has withdrawn for military service. Student does not need to provide documentation to Residence Life. Residence life will remove housing charge once withdrawal notice is sent by academic department.

Other

If the student does not qualify for one of the potential exemptions listed above and is requesting off campus accommodations for any other reason, the student must specify in an attached letter and include all supporting documentation needed to verify any statements. Statement needs to address the following: What efforts has student made to resolve this problem? Other than release from the housing license, what alternatives exist to resolve the problem?